



Missouri Department of Conservation**GRANT GUIDELINES**

Discover Nature Schools

Nature Unfolds**2012–2013**

GRANT GUIDELINES—These guidelines are specific to the *Nature Unfolds* program. You must contact your local Education Consultant to obtain the grant application.

PURPOSE OF PROGRAM

The purpose of the Discover Nature Schools program is to promote conservation education through instructional units that meet grade-level or course-level expectations and encourage hands-on outdoor learning experiences. Each unit is designed to increase student understanding and appreciation of our natural resources and our role in conserving them.

In an effort to assist as many teachers/schools as possible with funding towards implementing this unit (hereinafter referred to as *Nature Unfolds*):

- 1. A one-time only \$500 grant for approved instructional and outdoor classroom materials will be awarded per school.**
- 2. *Nature Unfolds* must be taught (as set forth below) to twenty (20) or more students.**
- 3. Homeschool groups may receive training and materials but are not eligible for funding for equipment/supplies or field experiences.**
- 4. Schools in summer school sessions may receive funding for field experiences but are not eligible for funding for equipment/supplies.**

AGREEMENT DURATION

- 1. Applications may be submitted from June 1, 2012, through June 1, 2013. The grant period begins on date of approval letter.**
- 2. The following must be submitted and postmarked by September 1, 2013:**
 - **Grant narrative report**
 - **Dated detailed receipts clearly showing proof of payment for approved grant expenditures**

MEASURABLE DELIVERABLES

MDC agrees to:

1. Furnish *Nature Unfolds*, an instructional K–2 science unit. The *Nature Unfolds* unit consists of a student book, student science notebook and a teacher guide. The teacher guide features activities suitable for classroom and outdoor learning and meets specified science grade-level expectations for grades K through two.
2. Provide required training (minimum of 6 hours) for all teachers using the *Nature Unfolds* unit.
3. Provide grant funding for approved instructional and outdoor classroom materials as listed in "Materials Funded by Grant."
4. Provide grant funding for reimbursement of bus transportation costs for field experiences directly related to *Nature Unfolds*. (See "*Nature Unfolds* Field Experience Guidelines.")
5. Provide a primary local MDC Conservation Education Consultant contact.



Discover Nature School agrees to:

1. Designate a lead contact/teacher to make decisions and direct implementation of the program. **This person is responsible for submitting dated detailed receipts clearly showing proof of payment along with a completed grant narrative report postmarked no later than September 1, 2013.**
2. Require **all participating teachers** to complete training (minimum of 6 hours) **prior to initial delivery of *Nature Unfolds* in the classroom.**
3. Teach lessons from *Nature Unfolds*, choosing learning experiences that best meet the needs of their students. (Note: GLEs listed in the teacher guide would be met only if all activities are taught.)
4. If the field experience reimbursement option is chosen, require all students to participate in field experiences directly related to *Nature Unfolds* as set forth in the *Nature Unfolds* Guidelines.
5. After completion of *Nature Unfolds*, submit dated detailed receipts (clearly showing proof of payment and dated after date of approval letter) and a grant narrative report postmarked no later than September 1, 2013.

MEASURABLE OUTCOMES

All students will complete *Nature Unfolds* learning experiences as specified and experience related instructional activities in the outdoors in interaction with the natural environment.

FUNDING AND PAYMENT PROCESS

1. The Discover Nature School will submit a signed Agreement and will initially receive 50 percent of the grant award for approved instructional and outdoor classroom supplies upon approval of the Agreement.
2. **The school will be notified with an approval letter accompanied with the initial payment. The grant period begins on date of approval letter. Costs incurred prior to grant period are ineligible for reimbursement.**
3. Payment to the Discover Nature School will be the actual costs as documented, with dated detailed receipts clearly showing proof of payment, up to the maximum amounts stated herein.
4. All funds from MDC **must** be deposited in a timely manner.
5. The Discover Nature School shall provide dated detailed receipts clearly showing proof of payment for all costs (including bus transportation) associated with the approved Agreement along with a grant narrative report postmarked no later than September 1, 2013 before final reimbursement will be made.
6. The Discover Nature School will be reimbursed for bus transportation costs for field experiences after submission of dated transportation receipts. Transportation documentation must be an official bus company receipt or detailed receipt on school letterhead signed by a school administrator.
7. Final payment will be made upon completion of the program and submission and review of required grant narrative report and dated detailed receipts clearly showing proof of payment.

APPROPRIATION

Funds for this program must be appropriated for each fiscal year and the Discover Nature School and MDC's obligations hereunder shall not be binding upon MDC for any period in which funds have not been appropriated.



REPORTING REQUIREMENTS

1. The Discover Nature School shall contact the local MDC Conservation Education Consultant or Education Programs/Curriculum Supervisor if any changes in the program arise. All changes must be approved prior to implementation. Failure to do so may result in denial of payment.
2. If, for any reason, the Discover Nature School cannot complete *Nature Unfolds* and related field experiences during the duration of the Agreement, further funds will not be provided, and any unused funds must be returned.

OWNERSHIP

1. Any equipment purchased with funds under this Agreement becomes the property of the Discover Nature School.
2. MDC reserves the rights to the copyright of all materials it produces and provides.

MONITORING REQUIREMENTS

1. **MDC's local Conservation Education Consultant shall monitor *Nature Unfolds* through ongoing informal monitoring by phone calls, on-site visits and e-mail.** The Education Programs/Curriculum Supervisor or representative will monitor financial information and reports.
2. After completion of *Nature Unfolds* is verified and final reports are approved, MDC shall process final payment.
3. The Discover Nature School shall allow MDC access to all financial records and/or audited financial statements related to this agreement.

TERMINATION

MDC retains the right to terminate this Agreement at any time, without penalty or recourse, by giving written notice at least thirty (30) days prior to the effective date of termination. All unused grant funds must be returned to MDC.

The Discover Nature School may terminate this Agreement with thirty (30) days of notice if agreed by MDC but must return all unused funds.

LEGAL COMPLIANCE, SAFETY & HOLD HARMLESS

The Discover Nature School hereby agrees to comply with all laws and regulations applicable to it, and to take all reasonable and lawfully required steps to ensure the safety of the public during the performance of this cooperative agreement and the provision of all public programs and activities furthered by it, and the Discover Nature School agrees to indemnify and hold harmless MDC, and its agents and employees, from any claim or suit arising out of, or in connection with, this cooperative agreement and the provision of all public programs and activities furthered by it.

OTHER PROVISIONS

MDC shall be given appropriate credit in all publications, educational materials and in any media contacts related to *Nature Unfolds* and grant. Appropriate wording may include "The Missouri Department of Conservation provides the Discover Nature Schools program and grants so Missouri students learn to connect with nature and conserve it, too."

GRANT ELIGIBILITY CHART

FIRST YEAR OF PARTICIPATION

🚌 A field experience reimbursement grant to cover bus transportation costs for field experiences up to \$7 per student (maximum of \$3500) for *Nature Unfolds*.

AND

* A one-time only *Nature Unfolds* grant per school up to \$500 to purchase approved instructional and outdoor classroom supplies. (See “Materials Funded by Grant.”)

* Grant funds disbursed as follows: 50 percent of approved amount for purchase of approved materials ***upon notification of approval of Agreement***; balance reimbursed upon completion of *Nature Unfolds* and submission of required documentation. (See 🚌 NOTE below.)

SUBSEQUENT YEARS OF PARTICIPATION **(or schools adopting *Nature Unfolds* in formal summer school)**

🚌 A field experience reimbursement grant to cover bus transportation costs for field experiences up to \$7 per student (maximum of \$3500) for *Nature Unfolds*.

(See 🚌 NOTE below.)

🚌 **NOTE:** Bus transportation costs and the balance for instructional material costs shall be reimbursed after receipt of required documentation postmarked by September 1, 2013. Documentation shall include a grant narrative report and ***dated detailed receipts clearly showing proof of payment (no packing slips or purchase orders)*** for all one-time only *Nature Unfolds* approved materials and for bus transportation.

MATERIALS FUNDED BY GRANT

- This grant allows for a **one-time only** amount of \$500 for approved items. These items may be purchased in any combination or number based on a school's need. All purchases must be reflected on clear and legible original OR clear and legible copies of dated detailed receipts showing proof of payment.
- **Only items on this list are eligible for reimbursement.* No substitutions. Keep all dated detailed receipts clearly showing proof of payment.**

Equipment/Supplies

- Marigold, zinnia, nasturtium or other flower seeds
- Air thermometers
- Yarn
- Velcro
- Felt
- Sandwich/snack bags
- Hand lens/magnifiers
- Kitchen spices/extracts
- Turkey calls/sound recordings
- Turkey feet/other turkey replica parts
- Rubber thermometer stamp
- Ink pad (large enough to accommodate thermometer stamp)
- Feathers
- Small tongs
- Pliers
- Slotted spoon
- Tweezers
- Straws
- Rain gauge (non-electronic)
- Ribbon/crepe paper/string
- 1–2 plastic containers (18 gal. or smaller)
- Flip chart paper or dry erase board (up to 27" x 30")
- Easel
- Dry erase markers & eraser (IF portable dry erase board is purchased)
- Plastic cups and spoons
- Cardstock
- Index cards
- Pipe cleaners
- Rubber animal tracks
- Field guides relevant to the *Nature Unfolds* unit
- Books from "Children's Literature" section of *Nature Unfolds* teacher guide (maximum of 10)
- Butterfly/insect nets
- Foil

Outdoor Classroom Supplies

- Potted plants native to Missouri (*or annual plants known to attract specific Missouri wildlife and approved by the local Education Consultant*)
- Seed packets for plants native to Missouri (*or annual plants known to attract specific Missouri wildlife and approved by the local Education Consultant*)
- Plastic liner or plastic pond form
- Pond pump
- Pond plants native to Missouri
- Soil
- Mulch
- Border stone

PROVIDED FREE:

CD—MDC Singing Insects of Missouri (1)
CD—MDC Missouri Bird Calls (1)
CD—MDC Toads and Frogs (with poster) (1)

*** NOTE:** Not all materials required to complete *Nature Unfolds* activities are funded by this grant.

NATURE UNFOLDS FIELD EXPERIENCE GUIDELINES*

OBJECTIVES

Students participating in a *Nature Unfolds* field experience will:

- explore plant and animal life cycles; examine plant and animal parents and their offspring; investigate the basic needs and physical structures of plants and animals; experience seasons; and discuss weather
- observe and describe behavior of plants and animals
- make and record observations using their senses and simple tools such as markers, paper, magnifying lenses and thermometers
- make predictions and gather information to test their predictions
- engage in active, experiential learning in a meaningful context
- make connections between the unit and real-life places, plants, animals and situations
- learn and have fun outdoors
- stimulate their sense of discovery and wonder
- demonstrate and apply use of science notebooks

EXAMPLES OF DESTINATIONS

- Demonstration or interpretive farm
- Working farm
- Animal petting zoo
- Fish hatchery
- Poultry hatchery
- Conservation Area or State Park
- National Forest
- City or county park
- Pumpkin patch
- Orchard

* Tours, demonstrations and indoor nature programs are acceptable minor components as long as the majority of the field experiences are composed of hands-on and experiential learning activities that meet objectives outlined above. Field experiences that provide only tours, lectures or demonstration stations do not qualify as *Nature Unfolds* field experiences.